

The Rules of Reading

Skimming

Question Everything, Learn Something, Answer Nothing: Euripides

Always Question everything for you never know what answers you will Find.

Always Questions everything. Use 5W and 1H

*“Everything was done to try and learn how to become a better basketball player. Everything. So when you have the point of view then literally the world becomes your library to help you become better at your craft... because you know what you want the world is giving you the information 100% because you know what you’re looking for.” **Kobe Bryant***

Once you know what it is in life that you want to do, then the world basically becomes your library. Everything you view, you can view from that perspective, which makes everything a learning asset for you.

Never Take Shortcuts that affect negatively my work quality. Take shortcuts that increase productivity, but not affect my work Quality.

Volume 2

Do Fewer Things: Prioritize a limited number of significant tasks to reduce overload and enhance focus.

Work at a Natural Pace: Align your work rhythm with natural cycles, avoiding the pitfalls of constant urgency.

Obsess Over Quality: Commit to excellence in your endeavors, even if it means

Cal Newport

Prefer to Do Your Own Research, rather ask Artificial Intelligence (AI). Artificial intelligence can be useful for Geographical facts. But, when it comes to serious research, you should not use it. If you are not expert on the topic, then simply do not comment without proper Research. **William Lane Craig**

Brain Like Muscle, The Harder You Use, The Stronger it Becomes.

"If You Don't Read Newspaper You are uninformed. If You Do Read It You Are Misinformed. What are the Responsibilities The Reporter Has? The Responsibility Of Reporter Is To Tell The Truth, Not Just To Be First, But To Tell The Truth. We Living In The Society, Where Just First Is Priority, who Cares, Just Get It Out There, Do Not Care Who Would It Hurts, Do Not Care Who Would Destroy, Do Not Care If It Is True, Just Say It And Sell It." **Denzel Washington**

If you want your name to be remembered after your death, either do things worth writing, or write things worth reading." **Benjamin Franklin.**

If You Don't Produce You Won't Thrive – No Matter How Skilled Or Talented You Are. Human beings, it seems, are at their best when immersed deeply in something challenging. If you service low-impact activities, therefore, you're taking away time you could be spending on higher-impact activities. Two Core Abilities for Thriving in the New Economy

1. *The ability to quickly master hard things.*
2. *The ability to produce at an elite level, in terms of both quality and speed.*

Cal Newport.

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Part 1: Step-by-Step Guide to Systematic Skimming and Pre-Reading

- 1. Examine the Title Page and Preface:** Review the title page and preface (if applicable) to understand the book's aim, scope, or the author's perspective. After this, you should have a general sense of the subject. Take a moment to categorize the book mentally, placing it in a broader context alongside similar works.
- 2. Study the Table of Contents:** The table of contents offers a roadmap of the book's structure. Surprisingly, many overlook it, even though it provides valuable insight. Authors often invest considerable effort into crafting a comprehensive table of contents, and it's essential to review it before diving into the text. This will give you a strong understanding of what to expect from the book.
- 3. Skim the Index:** Reviewing the index helps familiarize yourself with the range of topics, key terms, and any referenced authors or works. When encountering crucial terms, examine the relevant passages. This quick overview of terminology will reveal the book's central concepts and the author's unique approach.
- 4. Read the Publisher's Blurb:** If the book has a dust jacket, read the publisher's blurb. Though some blurbs can be overly promotional, many offer valuable summaries of the book's key points, especially in nonfiction. Use this as a final step in determining whether to continue reading more deeply.
- 5. Skim Pivotal Chapters:** Based on your preliminary understanding, identify the pivotal chapters. If available, read the summary statements at the beginning or end of these chapters. This will help you grasp the structure of the argument and whether it's aligned with your interests.
- 6. Thumb Through the Book:** Flip through the book, reading a paragraph or two, or even a few pages, here and there. Focus on finding the main argument and the author's key points. Pay special attention to the final pages, where many authors summarize their main ideas.
- 7. Listen to Interviews (Optional):** Listening to interviews with the author can provide a concise overview of the book's key ideas. Authors often highlight their most important examples in these interviews, helping you decide if the book is worth reading in its entirety.
- 8. Decide Whether to Read the Book in Depth:** Skimming efficiently allows you to reach a decision point: Is the book worth your time? Does it provide value beyond

entertainment? Mastering this skill will save time, enhance retention, and help you find the essential parts quickly.

- 9. Be Open-minded:** When reading, approach the text with an open mind. Don't read simply to confirm your own opinions or to win an argument. Allow the author to speak for themselves without prematurely imposing your thoughts or feelings on the text.
- 10. Prioritize Quality Over Quantity:** Focus on digesting the works of great thinkers, rather than consuming numerous books. The quality of reading matters more than quantity, particularly when studying classic works or philosophy, which have stood the test of time.
- 11. Seek Guidance When Necessary:** Some books may require a teacher or mentor to guide you through the more challenging parts. Don't hesitate to seek help if needed.
- 12. Choose Timeless Works:** Read classical literature, philosophy, and history to understand the real workings of the world. These books offer insights into human nature and can help predict future events based on historical patterns.
- 13. Avoid the Newest Trendy Books:** Focus on timeless classics, especially works from the Western canon or Stoic philosophy. These have proven their worth over time.
- 14. Determine the Type of Resource:** Identify the type of material you are reading—whether it's a book, article, video, debate, or another format. This will help set expectations for the type of information and analysis you can expect.

PART 2- Step-by-Step Guide to Very Fast Reading Speed Reading

Inspectional Reading I: Systematic Skimming or Pre-reading

1. **Look at the title page and preface:** Quickly review the title, subtitle, and preface (if available) to understand the scope and author's perspective. Categorize the book mentally based on its subject matter.
2. **Study the table of contents:** Get an overview of the book's structure, similar to using a road map before a trip. Authors often put significant effort into this section to guide the reader through the book.
3. **Check the index:** If available, skim through the index to assess the range of topics and important terms. Look up key passages related to crucial terms or concepts.
4. **Read the publisher's blurb:** Review the dust jacket blurb for a quick summary. While some blurbs may be promotional, they often provide useful insight into the book's main points.
5. **Understand the title and preface:** Many readers skip these sections, but they provide essential context for the book's classification and aim.
6. **Review pivotal chapters:** Identify and read the chapters critical to the book's argument, focusing on summary statements in the opening or closing pages.
7. **Skim the book:** Flip through the book, reading paragraphs here and there, especially the last few pages where authors often summarize their key points.

Inspectional Reading II: Superficial Reading

1. For audiobooks, adjust the speed based on your goals: Skim at 1.25–2.5x speed, listen carefully at 0.5–1.9x speed, and read or listen without stopping to ponder difficult sections. This helps maintain momentum and comprehension.
2. Read or listen for 25 minutes with 5-minute breaks. Adler recommends reading 20 pages an hour, and repetition (up to 50 times) can enhance understanding.
3. Speed reading courses should teach you to vary your reading speed based on the complexity of the material. Inspectional reading is fast because you read selectively, while analytical reading is slower but requires varying speeds depending on the content.

Inspectional Reading III: Superficial Reading

1. When tackling a challenging book, read it straight through without pausing for difficult sections. Focus on what you understand, and return to unclear areas later.

Basic Questions for Readers

1. Understand the language: Skim the index to familiarize yourself with the book's terminology and references.
2. Identify pivotal points: Explore key chapters and understand how the content connects to the rest of the book.
3. What is the book about as a whole? Understand the central theme and how the author develops it.
4. What is being said in detail? Identify the main ideas, arguments, and assertions the author presents.
5. Is the book true? After understanding the book's arguments, assess whether they are valid.
6. What of it? Reflect on the book's significance—both from the author's perspective and your own.
7. Analyze the structure: Understand the blueprint the author uses to develop the main themes.
8. Ask questions: Constantly question the material using who, what, when, where, why, and how.
9. Listen to interviews: Author interviews can offer concise insights into the key points of a book.

PART 3- Step-by-Step Guide For Basic Knowledge

Unified Study and Reading Method: A Structured Approach

1. **Survey:** Begin by quickly skimming the material. Review the headings, subheadings, figures, tables, and summaries to understand the overall structure. This step takes only 3–5 minutes but helps form a mental framework of the content.
2. **Formulate Questions:** From your survey, generate questions based on the headings and subheadings. Consider the following:
 - What is this chapter or section about?
 - What problem is being addressed?
 - How does this information relate to what I need to know?
 - Always ask fundamental questions: Who? What? When? Where? Why? How?This ensures you approach the material with curiosity and purpose.
3. **Read Actively:** Start reading with the intention of answering the questions you formulated. Engage with the material by focusing on the key concepts and ideas, linking them to your questions. Avoid passive reading by staying focused **on understanding rather than merely going through the text.**
4. **Recite & Record:** After reading, try to recall the key points from memory. Recite these ideas aloud or write them down in your own words. This retrieval process reinforces memory and helps you internalize the material. Capture key concepts, major points, and answers to your questions in notes.
5. **Reflect & Review:** Reflect on the material by reviewing your notes. Think critically about what you've learned and how it fits into the bigger picture. Review what the main takeaways are, and how the information might be relevant to your broader understanding or application. Revisit the material periodically for long-term retention.
6. **80/20 Principle:** Apply the 80/20 rule to focus on the 20% of material that delivers 80% of the value. Start by reading the introduction and conclusion, and then lightly skim through the rest, identifying key sections that are most relevant to your questions and objectives.
7. **Flip & Analyze:** Quickly flip through pages to analyze key visual elements such as pictures, tables, and bold text. Focus on the first and last sentences of each paragraph, as they often provide the main idea and conclusion. If there are quizzes or review questions at the end, use them to check what the author considers important and to guide your focus.

- 8. Test Your Understanding:** After reviewing, test your understanding by answering the questions you formulated earlier. Avoid distractions and ensure you stay focused on the main content, without introducing unnecessary topics.
- 9. Repetition for Retention:** Review and repeat the process as many times as necessary to ensure comprehension and retention. Continuous questioning (Who? What? When? Where? Why? How?) keeps you actively engaged with the material.
- 10. Devotional Study (Optional for Religious Texts):**
- Record Passage Information: Document the book, chapter, and verse you are studying.
 - Identify the Subject: Choose a title that summarizes the subject and identify the key verse that encapsulates the main teaching.
 - Summarize: In your own words, summarize the passage and its key points.
 - Pray for Insight: Reflect on how the scripture applies to your life, asking for guidance on its application.
 - Write an Application: Identify practical steps for applying the teachings to your life (e.g., actions to take, promises to claim).
 - Meditate: Reflect deeply on the chosen verse, allowing its meaning to settle and influence your thoughts and actions.